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(b)(3)  
(b)(6)

HITCHCOCK PETER STERLIN  
Name: Last, First Middle

**CODED**

FOR

**QUALIFICATIONS**

DATE 28 Aug 52

TO: All C. I. A. Personnel  
FROM: Personnel Director  
SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

George E. Meloon  
Personnel Director

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APPROVED FOR  
RELEASE  DATE:  
28-Jul-2009

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PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. <i>(no entries)</i>	2. NAME: (last) <b>HITCHCOCK</b>	(first) <b>PETER</b>	(middle) <b>STERLING</b>	3. Office <b>AE/TR</b>
4. Date of Birth <b>12 JAN '18</b>	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status <b>MARRIED</b>	Nr. Dependents <b>4</b>	6. CIA Entry Date: <b>10 SEP 51</b>
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other(specify) Year U.S. citizenship acquired, if not by birth			

**SEC. I. EDUCATION**

1. Extent: (circle one)

- |  |                               |   |
|--|-------------------------------|---|
| 1. Less than high school                               | 4. Two years college, or less | 8. Masters degree                               |
| 2. High school graduate                                | 5. Over two years, no degree  | 9. Doctors degree                               |
| 3. Trade, Business or<br>Commercial school<br>graduate | 6. Bachelor degree            | 7. Post-graduate study<br>(minimum 8 sem. hrs.) |

2. College or University Study:

College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
WESLEYAN UNIV			SEP 36	FEB 37	2½	—	—	—	?
MIDDLETOWN, CONN	FRENCH								
UNIV OF N. CAROLINA CHAPEL HILL N.C.	POL SCI		MAR 39	JUN 41	2		AB	JUN '41	?

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
THE INFANTRY SCHOOL	JUL 44	NOV 44	5	OCS
THE ARMY GENERAL SCHOOL FT RILEY, KAN.	23 JAN '51	19 MAR '51	3+	INTELLIGENCE
THE INFANTRY SCHOOL FT BENNING, GA	30 APR '51	29 AUG '51	4+	ASS OFF AOV COURSE RECO STAFF

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## SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>SEPS 51</u> To <u>JAN 52</u> Tot. mos. <u>5</u>	Description of Duties: Administration duties responsible for Briefing, etc. of and training. Planning assignments o/s Handling Problems for EE - adm + plan duties.
Grade <u>II</u> Salary <u>5940</u>	
Office <u>EE/PC</u> Position Title: <u>INTELLIGENCE OFF</u>	
Duty Title:	Duty Station, if overseas:
From <u>JAN 52</u> To <u>PRES</u> Tot. mos. <u>6</u>	Description of Duties: Representative of Div in all relations with OPC Trng off. TRB), to act as intermediary of Div a may affect training. Prepare for approval Trng. requests for all personnel in terms of individual's job requirement and experience. Act as case off for all
Grade <u>II</u> Salary <u>5</u>	Duty Station, if overseas: Persons undergoing
Office <u>EE/PC</u> Position Title: <u>INTELLIGENCE OFF</u>	
Duty Title:	Duty Station, if overseas: Represent Div in all matters re: Briefing
From _____ To _____ Tot. mos. _____	Description of Duties: Training. Review evaluation reports + prepare recommendations for action by Divisions Chief. Supervisory responsibility for all admin + per. matters concerning students undergoing trng.
Grade _____ Salary _____	
Office _____ Position _____ Title: _____	
Duty _____ Title: _____	Duty Station, if overseas: Personnel +
From _____ To _____ Tot. mos. _____	Description of Duties: Administering various processes for the Div.
Grade _____ Salary _____	
Office _____ Position _____ Title: _____	
Duty _____ Title: _____	Duty Station, if overseas:

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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From <u>Jul 17</u> To <u>Am 51</u> Tot. mo's <u>45</u> Classification Grade(if in Federal Service) _____ Number and Class of Employees Supervised:	Exact Title of your position <u>Asst. Sales Mgr.</u>  Description of Duties: <u>Went thru apprenticeship stage &amp; then followed in Sales off. as Asst Sales Mgr. - supervising office personnel, selling - Ohio, Indiana. Some procurement of Rubber and Steel &amp; compound.</u>
Employer <u>George Industries Co., Inc.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Rubber + Plastic Extrusion Mfg</u>	Duty Station if overseas:
From <u>May 46</u> To <u>Jul 47</u> Tot. mo's _____ Classification Grade(if in Federal Service) _____ Number and Class of Employees Supervised:	Exact Title of your position <u>Farmer</u>  Description of Duties:
Employer <u>Father.</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas:
From <u>Feb 43</u> To <u>Aug 46</u> Tot. mo's _____ Classification Grade(if in Federal Service) _____ Number and Class of Employees Supervised:	Exact Title of your position <u>Pvt to 1st Lt</u>  Description of Duties: <u>Basic Trng.; Hqs co AT Plt; OCS, Plt Cdr. - 3 mos Front Line combat 92% Biv.; Water off; co POW cage.</u>
Employer <u>U.S. Army.</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: <u>Italy</u>  Exact Title of your position <u>as Supervisor</u>  Description of Duties: <u>Aid in set up site of grinding section in Fuel Pump Dept. Operate all machine.</u>
From <u>Jul 41</u> To <u>Jan 43</u> Tot. mo's _____ Classification Grade(if in Federal Service) _____ Number and Class of Employees Supervised:	Duty Station if overseas:
Employer <u>TAPCO</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Aircraft parts + accessories</u>	Exact Title of your position <u>Student</u>  Description of Duties: <u>Welding Univ.</u>
From <u>Sep 36</u> To <u>Jul 41</u> Tot. mo's _____ Classification Grade(if in Federal Service) _____ Number and Class of Employees Supervised:	Duty Station if overseas: <u>Univ. of N. Carolina</u>
Employer _____ Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>SECRET</u>  Description of Duties:
	Duty Station if overseas:

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**SEC. II. WORK EXPERIENCE (CONT'D)**

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- 01 U.S. Secret Service
  - 02 Civil Police
  - 03 Military Police
  - 04 U.S. Border Patrol
  - 05 U.S. Narcotics Squad
  - 06 FBI
  - 07 Criminal Investigation Div.
  - 21 Office of Naval Intelligence
  - 22 Office of War Information
  - 23 Army G-2
  - 20 Office of Strategic Services

- 24 Air Force A-2
  - 25 Foreign Economic Admin.
  - 26 Counter Intelligence Corps
  - 27 Immigration & Naturalization
  - 28 Strategic Services Unit
  - 29 Foreign Service, State Dept.
  - 30 Central Intelligence Group
  - 31 Armed Forces Security Agency
  - 32 Coordinator of Information
  - 33 Office of Facts & Figures
  - 34 Board of Economic Warfare
  - 35 Federal Communications Comm.

### SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check ( X ) your competence and how acquired.

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein \_\_\_\_\_

**\*\*Specialized Language Competence:** Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. \_\_\_\_\_

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**SEC. IV. AREA KNOWLEDGE**

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

**SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)**

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1.	2.		1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

**SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS**

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. <i>Sailing, skiing, horses, Photography, swimming, hunting, shooting</i>

**SEC. VII. PROFESSIONAL AND ACADEMIC HONORS**

List any professional or academic associations or honorary societies in which you hold membership.

## SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

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## SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

## SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
Polygraph	11 Sep 51

## SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

## SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour  (2) 4 year Tour  (3) Not interested \_\_\_\_\_.

Yes

## SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Possibly I am best qualified for a job entailing supervisory work in regard to training, military subjects and intelligence work. Have had administrative experience to handle that side and feel I would be good in an operational assignment in the aforementioned categories.

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#### SEC. XIV. MILITARY STATUS

## 1. Present Draft Status

Have you registered under the Selective Service Act of 1948?  Yes  No.  
If yes, indicate your present draft classification \_\_\_\_\_

2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status  Yes  No.  
If yes, complete the following.

1.  National Guard
  2.  Air National Guard
  3.  Active Reserve Status (member of organized unit)
  4.  Inactive Reserve Status

Service INFANTRY Grade CAPT Location —

Reserve Unit with which currently affiliated \_\_\_\_\_

**Service Mobilization Assignment, if any**

Location of Service Records, if known Pentagon

## SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from)	Dates (to)	Hours
OC - (audit)			

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

DATE 18 June 52

**SIGNATURE**

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